



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Heavy-Duty Lift Truck (Forklift) for the Equipment Maintenance Division

MEETING DATE: February 7, 1996

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council approve the specifications for the above equipment and authorize advertising for bids.

BACKGROUND INFORMATION: Funds to purchase a heavy-duty lift truck (forklift) for the Equipment Maintenance Division of the Public Works Department were included in the approved 1995/1997 Financial Plan and Budget.

Forklift #04-062 is a 1974 Minni Molene, Model FJF-060, purchased in December 1974 for \$6,800. The Fleet Policies and Procedures Committee recommended, at the January 16, 1996 Shirtsleeve Session, a guideline for replacement of forklifts after 15 years. This unit was fully depreciated in 1981 and was received by the Equipment Maintenance Shop as a used piece of equipment. To date, \$10,433 has been spent on this unit for maintenance and repair.

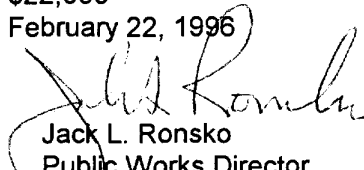
The Equipment Maintenance Shop is dependent on this forklift to lift and move equipment and parts around the MSC yard and to the storage area located in the Purchasing warehouse, transport metal needed for fabrication, and occasionally lift men (on a platform for elevated work). This forklift is utilized by other Public Works divisions and the Electric Utility Department to perform numerous tasks year round. This forklift is also occasionally used at White Slough and by the Parks and Recreation Department.

Because of the more frequent and heavy use this forklift is currently receiving, it is recommended it be replaced now. It is recommended this unit then be transferred to a lighter-duty service in the Parks and Recreation Department. This would replace the Parks and Recreation Department's forklift which broke down last year. Their forklift is not being repaired due to its age (30 years) and a repair estimate of \$6,700. Parks and Recreation did request the replacement of their forklift in last year's budget; however, it was anticipated that our existing forklift could be transferred to meet their needs.

FUNDING: The money for this equipment will be coming from the Equipment Replacement Fund. A request for appropriation of funds will be made at contract award.

Project Estimate: \$22,060

Planned Bid Opening Date: February 22, 1996

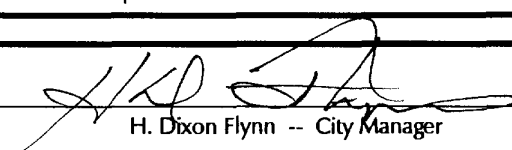

Jack L. Ronsko
Public Works Director

Prepared by Dennis J. Callahan, Building and Equipment Maintenance Superintendent

JLR/DJC/lm

cc: Purchasing Officer
Parks and Recreation Director
Building and Equipment Maintenance Superintendent

APPROVED: _____


H. Dixon Flynn -- City Manager

Dixon

FEB 05 '96



MEMORANDUM, City of Lodi, Public Works Department

City Manager's Office

To: Council Member Pennino
From: Public Works Director
Date: February 5, 1996
Subject: Heavy-Duty Lift Truck (Forklift) for Equipment Maintenance Division

At the upcoming City Council Meeting of February 7, 1996, the Public Works Department will be asking the City Council to approve the specifications and authorize advertisement for bids for a heavy-duty lift truck (forklift) for the Equipment Maintenance Division. Based on the information provided in the original Council Communication, it was reasonable to question the need to have this unit in the fleet. This memo will provide you with justification for our recommendation and elaborate on how this forklift is currently shared between departments and various Public Works Divisions.

Forklift #04-062 is a 1974 Minni Molene, Model FJF-060, purchased in December 1974 for \$6,800. At the January 16, 1996 Shirtsleeve Session, the Fleet Policies and Procedures Committee recommended a guideline for replacement of forklifts after 15 years. This unit was fully depreciated in 1981 and was received by the Equipment Maintenance Shop as a used piece of equipment. To date, \$10,433 has been spent on this unit for maintenance and repair.

The original Council Communication, dated December 20, 1995, showed 3,582 total operating hours for this forklift. Actually, this unit has many more unaccounted for hours than reported. The reason for this is that the current hour meter does not work all the time (because of the age of this unit and its anticipated replacement, the hour meter has not been repaired or replaced). The original hour meter was replaced several years ago. The file lacks information about how many hours were on the forklift and when the hour meter was replaced. It is clear that the number of hours reported was understated.

The Equipment Maintenance Shop is dependent on this forklift daily for use around the MSC yard. Tasks include towing trailers and compressors within the MSC yard; unloading sweeper brooms; lifting truck tires; lifting the sweeper to change front tire; lifting heavy parts; lifting and moving engines from vehicles and trucks; moving 55-gallon containers of oil, hydraulic fluid, antifreeze, steam cleaner and car wash soap; unloading and moving steel for fabrication work; loading heavy tires and parts into pickup trucks to take to repair shops; etc. This forklift is used by other Public Works Divisions and the Electric Utility Department to perform numerous tasks year round. It is also occasionally used at White Slough and by the Parks and Recreation Department.

The Purchasing Division of the Finance Department has a larger forklift assigned to it which is used daily and, therefore, not available for off-site use. The Equipment Maintenance Shop's forklift, because it is a smaller unit, is more maneuverable and can be used in tighter work spaces.

The Parks and Recreation Department budgeted for replacement of its forklift in last year's budget. That request was not approved because it was anticipated that the forklift from the Equipment Maintenance Shop could be transferred to meet their lighter-duty needs. It is not advisable to repair the Parks and Recreation Department's forklift due to its age (30 years) and because repairs are estimated to run approximately \$6,700. If Forklift #04-062 is transferred to the Parks and Recreation Department, we can anticipate several more years of light-duty service.

If you would like more information about specific tasks performed for the different departments, or have any other questions, please contact me, or Building and Equipment Maintenance Superintendent Dennis Callahan at 333-6800, ext. 690.



Jack L. Ronsko
Public Works Director

JLR/lm

cc: City Manager
Parks and Recreation Director